



**Information for participants travelling  
to Strasbourg for the**

## **SCI VYRE STUDY SESSION**

**The venue:**

### **THE EUROPEAN YOUTH CENTRE, STRASBOURG**

30 rue Pierre de Coubertin, 67000 Strasbourg, France

Telephone No: 00 33 3 88 41 23 00.

*Reception is open 24hrs a day, 7 days a week*

**The arrival day is 7 April 2019**  
**the departure day is 13 April 2019<sup>1</sup>**



#### **How to get the venue**

Directions on how to find us can be found through [this link](#).

<sup>1</sup> Please note that accommodation will only be provided during these dates, unless prior agreement has been arranged with the Youth Department Secretariat. No other accommodation expenses can be covered.

## **FACILITIES**

Details of the facilities can be found here <https://www.coe.int/en/web/youth/eyc-strasbourg>  
There is Internet WIFI connection and a *Cybercentre* where you can use a PC and printer.  
Bedsheets, blanket and bath towels are provided by the EYCS.  
You will be hosted in twin rooms with private shower and toilet facilities.

**ACCOMMODATION AND MEALS** are provided at the European Youth Centre and paid for by the Council of Europe.

Meals are provided as follows :

- Breakfast from 7.30am to 9.15am
- Lunch as indicated in the programme
- Evening meal from 7pm to 8.30pm.

Rooms must be vacated at 9.30am on the day of departure.

## **SPECIAL NEEDS**

If you have any allergies, specific dietary requirements, access requirements etc. please make sure to transmit this information to [nina.kapoor@coe.int](mailto:nina.kapoor@coe.int) before your arrival at the Youth Centre.

## **INSCRIPTION FEE OF 50€**

There is an inscription fee of **50€** for your participation in the Seminar. This amount will be deducted from your travel reimbursement. If your travel expenses are less than **50€** must pay the difference in cash to the Secretariat.

## **TRAVEL REIMBURSEMENT**

### **IMPORTANT :**

Please read the Checklist (page 4) carefully before setting off for Strasbourg.  
You must keep all tickets, receipts, original invoices to provide with your file.  
You must have purchased all tickets including return tickets.

**If you have purchased tickets online, the CONFIRMATION EMAIL must be forwarded to [nina.kapoor@coe.int](mailto:nina.kapoor@coe.int) before the start of the activity.**

If any items are missing from your claim file it will not be possible to process your claim for a cash reimbursement in Strasbourg.

Participants will be asked to complete the travel reimbursement claim form and present their tickets and receipts/invoices on the first day of the study session (original invoices and receipts, in the case of e-tickets the confirmation email will be required).

If the travel reimbursement file is complete including return tickets, participants will receive the cash reimbursement on the last day of the activity, in the form of a cheque. The cheque must be taken to the Council of Europe bank to be cashed. Further details of this will be given when you are in Strasbourg. Reimbursement is in euros (€) only.

Should anyone wish the reimbursement by bank transfer please contact [nina.kapoor@coe.int](mailto:nina.kapoor@coe.int)

More specific information about the travel reimbursement will be communicated during the study session. You must keep all your tickets, payment confirmations and proofs of purchase: this is very important: **no ticket, no reimbursement**, so please don't throw anything away!

## TAXIS

A taxi fare may only be reimbursed if taken between the hours of 9pm and 7am, and an original receipt indicating the time and price must be provided for your travel.

The European Youth Centre often use the following company : TAXI-11

To order call: 03 88 22 11 11 : Website: [www.taxi-11.com](http://www.taxi-11.com) Email: [contact@taxi11.fr](mailto:contact@taxi11.fr)

*This company know the location of the Youth Centre and will not leave you at the Palais de l'Europe which is a 10-15 minute walk from here.*

If you are required to leave the Centre before 7am on the day of departure then a prepaid taxi can be arranged. If you have this requirement, it is your responsibility to inform Nina Kapoor ([nina.kapoor@coe.int](mailto:nina.kapoor@coe.int)) on the first day of the activity, when you submit your reimbursement claim form. A packed breakfast may also be available for anyone who requires to leave the EYC before 7am. More instructions for this will be given to those for whom this is necessary.

## LANGUAGES



**English is the working language for the study session.**

## REIMBURSEMENT CHECKLIST - YOUTH DEPARTMENT ACTIVITIES WITH REGISTRATION FEES

Please remember to purchase the return ticket!

To be reimbursed for return/round trip travel, round trip documents must be submitted.

Means of transport	Documents required
Plane	Copy of paper ticket or e-ticket showing your name, the itinerary, the amount <u>paid</u> and the method of payment. If the amount was paid in cash or if no payment method was indicated on the e-ticket, please also provide the original invoice or forward the whole confirmation e-mail you received from the travel agency.
Train	Copy of e-ticket showing the itinerary and price paid. If a paper ticket, an original for the incoming journey and a copy for the return journey.
Shuttle to and from the airport (see link 1. below for Lufthansa shuttle from Frankfurt to Strasbourg)	Copy of ticket with the name and payment details if purchased online. If you purchased the ticket directly from the driver then you should submit the original ticket.
Boat	Copy of the e-ticket showing the itinerary and price paid. If a paper ticket, an original for the incoming journey and a copy for the return journey.
Bus/Tram/Subway	<u>Original</u> of the (used) one way ticket. Copy of the return or the round trip ticket.
Taxi <b>Will only be reimbursed if travel is between 21h00 and 07h00</b>	<u>Original</u> receipt showing time of travel and the amount. Please note that if you travel from the airport, you must take the train, (if available) to Strasbourg train station and then take the taxi or the tram from there.
Car  Kilometric allowance	Indicate departure and arrival point and times on the reimbursement form. For distances >800km reimbursement will be based on the price of an economy class airfare.
Tram	The price is 1,70€ for an ALLER SIMPLE. If you need to take the tram for the return journey, purchase an additional ALLER SIMPLE. Remember to print the receipt from the machine. SWIPE the ticket before boarding.

### Visas

If you have had to pay for a visa, a photocopy of the visa page of the passport should be submitted in addition to the original receipt for the visa fee. Similarly, if you have had to buy insurance as a pre-requisite to being granted a visa, then you should submit a copy of the insurance policy and proof of purchase. If you have to travel to get the visa, the cost of the travel or agency fee can only be reimbursed if you have contacted the secretariat of the EYCS in advance and if it has been approved. Tickets and proof of purchase for that travel should be submitted and claimed on the form. In any other cases the travel for the visa or the agency fee will not be reimbursed.

**For detailed information on tram lines, shuttles etc. to the Youth Centre please consult the link below**

1. [Map of Public transport in Strasbourg \(bus & tram\)](#)

2. [CTS \(Compagnie des Transports Strasbourgeois\)](#)

### Important reminders

- Do not forget to indicate all costs claimed and date and sign the reimbursement form.
- Participants must attend at least 80% of the session to be reimbursed their travel expenses.
- The participation fee will be deducted from the travel expense reimbursement.
- If you do not have any travel expenses you must still complete the top part of the form, sign and date it and pay the enrolment fee to the Financial Unit.
- The travel costs should be indicated on the form in the CURRENCY THEY HAVE BEEN PAID – **DO NOT CONVERT INTO EUROS.**